

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
FIELD SUPPORT  
RIGHT-OF-WAY BRANCH**

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

**RIGHT-OF-WAY BRANCH**

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The Department of Natural and Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Electronic records will be destroyed so that the data and metadata are overwritten, deleted, or unlinked in such a way that the records may not be practicably reconstructed. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

The Department of Transportation and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "*reference value ends*." The Department of Transportation hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Natural and Cultural Resources to destroy these records. For those record series scheduled to be microfilmed, the Department of Transportation will be responsible for cost of microfilm production.

The Department of Transportation and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. The Department of Transportation agrees to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records and to make electronic records accessible for the period of time prescribed in this schedule. Where the method of recording information changes (for example, to an electronic system), the retention periods governing the records listed herein still apply, provided the records document the same agency function.

E-mail messages sent or received by Executive Branch agencies shall be retained for 5 years pursuant to Executive Order No. 12 (issued May 21, 2013 by Governor Pat McCrory). Any e-mail messages requiring retention longer than 5 years, including those with permanent historical value, shall be designated with specific retention periods in this schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.

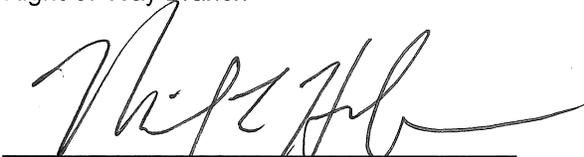
The Department of Transportation agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

**APPROVAL RECOMMENDED**

  
\_\_\_\_\_  
J. Carr McLamb  
Chief Records Officer

  
\_\_\_\_\_  
~~Tom Childrey~~, Manager  
Right-of-Way Branch

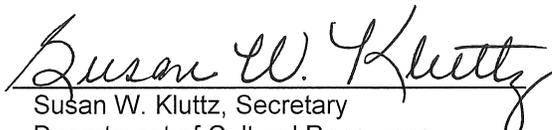
  
\_\_\_\_\_  
Greg Perfetti, Director  
Field Support

  
\_\_\_\_\_  
Michael L. Holder, Chief Engineer  
Division of Highways

  
\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

  
\_\_\_\_\_  
Nick Tennyson, Secretary  
Department of Transportation

  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
FIELD SUPPORT  
RIGHT-OF-WAY BRANCH  
ADMINISTRATIVE UNIT**

**ITEM 16503. APPRAISAL CONTRACTS (STATE- AND FEDERAL-AID PROJECTS) FILE**

Electronic records concerning procedures to be followed by appraisers contracted by the Department of Transportation to appraise right-of-way parcels. File includes supporting pay records such as Pay Orders (Form R/W 25), related correspondence, and reports.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 3145. CLAIMS (STATE- AND FEDERAL-AID PROJECTS) FILE**

Electronic records concerning open and closed right-of-way claims for state- and federal-aid projects. File includes correspondence, reports concerning negotiations with property owners for purchase of property, payment of damages information as a result of highway construction, documents supporting appraisal and relocation, and financial assistance offered property owners in accordance with G. S. § 133, Article 2.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 16484. CREDIT FILE**

Credit vouchers and related correspondence transmitted through Right-of-Way Branch to Fiscal Section from division right-of-way agents. Information concerns collections for sale or rental of state-owned property and is used to verify correct posting of right-of-way parcel and project numbers and to monitor collections credited to Right-of-Way Branch functions. (Records are not subject to audit.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after payment of the final voucher by the Federal Highway Administration (FHWA).

**ITEM 16481. CURRENT BILLING DETAIL RIGHT-OF-WAY EXPENDITURES (FEDERAL-AID PROJECTS) FILE**

Monthly computer listings prepared specifically to provide the Federal Highway Administration with a complete breakdown of expenditures authorized for right-of-way acquisitions. (Each listing is submitted monthly to Federal Highway Administration with other listings detailing and providing a breakdown of all project expenditures and is used to verify Right-of-Way Branch expenditures.)

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after payment of the final voucher by the Federal Highway Administration (FHWA).

**ITEM 16482. CURRENT BILLING-EXCEPTIONS YEAR-TO-DATE (FEDERAL-AID PROJECTS) FILE**

Monthly computer listings prepared specifically to provide the Federal Highway Administration with cumulative details of project expenditures for work orders on which current billing has been suspended. (Records are not subject to audit.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 month.

**ITEM 16505. HOUSE MOVING CONTRACTOR'S (STATE- AND FEDERAL-AID PROJECTS) FILE**

Electronic records concerning state- and federal-aid projects involving the relocation of dwellings. File includes proposals and contracts, powers of attorney, contract bonds, owners' releases, bid correspondence, and pay orders. File also includes procedures to be followed by house moving contractors, contract insurance required for the protection of the Department of Transportation, bid procedures, and payments made to the contractor.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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**ITEM 12904. RIGHT-OF-WAY (STATE- AND FEDERAL-AID PROJECTS) FILE**

Electronic records concerning open and completed right-of-way projects. File includes appraisal cost records, budget records, deeds, judgements, and correspondence concerning acquisition of right-of-way property. File also includes notarized right-of-way agreements signed by property owners, copies of Encroachment Contracts (Form R/W 6), and reports detailing the costs and progress of right-of-way activities.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 3625. STATE- AND FEDERAL-AID PROJECTS AGREEMENTS AND DEEDS FILE**

Correspondence and right-of-way agreement records concerning acquisition of property.

DISPOSITION INSTRUCTIONS: Return to agency microfilm held at the State Records Center as of 9/2/16. Destroy microfilm in office when reference value ends. Retain remaining records in office permanently.

**ITEM 16483. TRANSFER OF CHARGES FILE**

Standard forms used by Department of Transportation units to notify accounting of corrections to be made on Current Billing Reports. (This information is prepared for the Federal Highway Administration monthly and used to verify changes in Current Billing as submitted by Right-of-Way Branch and is not subject to audit.)

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after payment of the final voucher by the Federal Highway Administration (FHWA).

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The following 16 items will be discontinued.**

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
FIELD SUPPORT  
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ADMINISTRATIVE UNIT**

**ITEM 3146. CLOSED CLAIMS (FEDERAL-AID PROJECTS) FILE**

Records concerning closed right-of-way claims for federal-aid projects. File includes payment of damages information as a result of highway construction, documents supporting appraisal and relocation, and financial assistance offered property owners in accordance with G.S. 133, Article 2.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Claims (State- and Federal-Aid Projects) File (Item 3145).

**ITEM 12905. COMPLETED RIGHT-OF-WAY FEDERAL-AID PROJECTS FILE**

Records concerning completed right-of-way projects. File includes appraisal cost records, budget records, correspondence concerning acquisition of right-of-way property, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Right-of-Way (State- and Federal-Aid Projects) File (Item 12904).

**ITEM 12918. APPALACHIAN PROGRAM PROJECTS (FEDERAL-AID PROJECTS) AGREEMENTS FILE**

Agreement records concerning Appalachian Program projects.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 13356. RIGHT-OF-WAY AGREEMENTS (IMPROVEMENTS) AND DEEDS FILE**

Notarized Right-of-Way Agreements signed by property owners authorizing the Department of Transportation to use privately-owned property for right-of-way purposes on highway improvements projects. File also includes copies of Encroachment Contract (Form R/W 6) between the Board of Transportation and another party permitting the second party to use highway right-of-way for other purposes.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Right-of-Way (State- and Federal-Aid Projects) File (Item 12904).

**ITEM 16486. TRAVEL EXPENSE VOUCHERS FILE**

Travel voucher forms concerning authorized travel and subsequent payment. Form is used to report travel expenses, to request reimbursement, and to monitor departmental travel funds. File includes out-of-state travel requests, expense vouchers, and all related correspondence and reports.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records, Travel Requests and Reimbursements File.

**ITEM 16487. PAYROLL FILE**

Standard computer payroll sheets. File includes biweekly payroll registers, bond and savings notes reports, leave reports, and year-to-date master controls. (Records are not subject to audit.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records, Payroll File.

**ITEM 16488. FIELD PAYROLL WORKSHEETS FILE**

Field payroll worksheets used in preparing each employee's time worked. (Records are not subject to audit.)

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records, Payroll File.

**DEPARTMENT OF TRANSPORTATION  
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**ITEM 16490. CONSOLIDATED INDEX (UNPAID FEDERAL-AID PROJECTS) FILE**

Index card file listings of all unpaid federal-aid projects in the state.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16491. CLOSED PROJECT DESCRIPTIONS FILE**

Completed work orders concerning the closing project date and date of right-of-way closing for each project.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16496. URBAN BOND PROGRAM PROJECTS AGREEMENTS AND DEEDS FILE**

Correspondence and agreement records concerning urban bond projects.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16498. RURAL BOND PROGRAM PROJECTS AGREEMENTS AND DEEDS FILE**

Correspondence and agreement records concerning rural bond projects.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16500. BEAUTIFICATION PROGRAM PROJECTS AGREEMENTS AND DEEDS FILE**

Correspondence and agreement records concerning beautification program projects.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16502. RIGHT-OF-WAY AGREEMENTS (ADDITIONS) AND DEEDS FILE**

Notarized Right-of-Way Agreements signed by property owners authorizing the Department of Transportation to use privately-owned property for right-of-way purposes on highway additions (projects involving roads added to the state-maintained system as petitioned by private owners). File also includes copies of Encroachment Contract (Form R/W 6) between the Department of Transportation and another party permitting the second party to use right-of-way for other purposes.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Right-of-Way (State- and Federal-Aid Projects) File (Item 12904).

**ITEM 16510. OPEN CLAIMS (STATE AND FEDERAL-AID PROJECTS) FILE**

Correspondence and reports concerning negotiations with property owners for the purchase of right-of-way property. File also includes or concerns payment information for damages as a result of highway construction, documents supporting appraisal and relocation, and financial assistance offered property owners in accordance with G.S. 133, Article 2.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Claims (State- and Federal-Aid Projects) File (Item 3145).

**ITEM 16515. OPEN RIGHT-OF-WAY PROJECTS (STATE AND FEDERAL-AID PROJECTS) FILE**

Agreement appraisal costs and budget records, correspondence, deeds, and judgments used to verify the ownership of property acquired by the state for right-of-way purposes. File includes project-related correspondence and reports supporting the costs and detailing the progress of right-of-way activities.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Right-of-Way (State- and Federal-Aid Projects) File (Item 12904).

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**ITEM 23864. LEAVE FILE**

Records concerning leave by office personnel. File includes leave requests, monthly leave reports, yearly leave recapitulations, and related correspondence.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records, Leave File.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
FIELD SUPPORT  
RIGHT-OF-WAY BRANCH  
AREA APPRAISAL OFFICES**

**ITEM 16531. APPRAISAL REPORTS FILE**

Records concerning appraisals submitted by area appraisers to the state appraiser. File includes appraisal reports, completed staff appraisal assignment sheets, fee appraisers' contracts, and progress reports.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 16525. APPRAISAL TABULATION FILE**

Electronic records concerning appraisal tabulation sheets submitted to the state right-of-way appraiser. File includes project number, county, parcel number, and property owner's name. File also includes appraisals that have been made on each parcel, the amount of each appraisal, and other related information. Full narrative appraisal reports, abbreviated appraisal reports, and value opinion reports are attached as applicable.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 16519. CORRESPONDENCE FILE**

Correspondence (including e-mail) between the area appraiser with the state appraiser, manager of the Right-of-Way Branch, and other Department of Transportation officials concerning all non-project related activities. (Project correspondence is filed in the appropriate claim and/or project file.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**ITEM 16526. FEE APPRAISAL LISTS FILE**

Electronic records concerning appraisal fee proposal forms submitted by fee appraisers to the state appraiser. File includes parcel numbers, names of property owners, minimum requirements, proposed fees, and anticipated completion dates.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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The following 5 items will be discontinued.**

**DEPARTMENT OF TRANSPORTATION  
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RIGHT-OF-WAY BRANCH  
AREA APPRAISAL OFFICES**

**ITEM 16527. MONTHLY RIGHT-OF-WAY ESTIMATE REPORTS FILE**

Monthly listings for each area appraisal office. Information includes or concerns estimates, project numbers, locations, purposes of estimates, time required, and names of persons making estimates.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Area Relocation Offices, County Relocation (State- and Federal-Aid Projects) File (Item 16507).

**ITEM 16528. SIX MONTH APPRAISAL REPORTS FILE**

Six-month appraisal reports submitted to the state appraiser by area appraisers. File includes copies of appraisal transmittal sheet forms and six-month appraisal tabulation sheet forms which provide names of area offices, reporting periods, names of appraisers, purposes for appraisals, and totals.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Appraisal Reports File (Item 16531).

**ITEM 16529. STAFF APPRAISAL ASSIGNMENT FILE**

Completed staff appraisal assignment sheets. Information for each appraisal includes or concerns project number, county, name of appraiser, names of property owners, remarks, interim completion dates, and assignment due date.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Appraisal Reports File (Item 16531).

**ITEM 16530. FEE APPRAISERS CONTRACT FILE**

Fee appraisers contracts which are drawn up between the North Carolina Board of Transportation and each appraiser. Information for each appraisal includes or concerns parcel number, owner's name, type of appraisal, and appraisal fee.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Appraisal Reports File (Item 16531).

**ITEM 16532. MONTHLY APPRAISAL PROGRESS REPORTS FILE**

Monthly appraisal progress reports which include biweekly work sheets. Information for each report lists project number, description, county, parcel activity, appraisal assignments, and related information.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Appraisal Reports File (Item 16531).

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
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RIGHT-OF-WAY BRANCH  
AREA RELOCATION OFFICES**

**ITEM 16507. COUNTY RELOCATION (STATE- AND FEDERAL-AID PROJECTS) FILE**

Records concerning the social and financial aspects of relocation assistance to families displaced by right-of-way highway construction. File includes correspondence (including e-mail), relocation studies, and reports submitted in accordance with G.S. § 133, Article 2. File also includes available housing, property management, individual relocatees, relocation studies, and monthly right-of-way estimate reports.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 16540. AREA RELOCATION AGENT'S CORRESPONDENCE FILE**

Correspondence (including e-mail) of Area Relocation offices with the manager of Right-of-Way Branch, head of Property Management, and other unit heads.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**The following item will be discontinued.**

**ITEM 16546. COUNTY RELOCATION (STATE-AID PROJECTS) FILE**

Correspondence and reports concerning the social and financial aspects of relocation assistance to families displaced by right-of-way highway construction, in accordance with G.S. § 133, Article 2. File includes or concerns available housing, correspondence, property management, relocation studies, reports, and individual relocatee maintained in separate folders.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to County Relocation (State- and Federal-Aid Projects) File (Item 16507).

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
FIELD SUPPORT  
RIGHT-OF-WAY BRANCH  
DIVISION OF RIGHT-OF-WAY OFFICES**

**ITEM 16555. DIVISION RIGHT-OF-WAY AGENT'S CORRESPONDENCE FILE**

Division right-of-way agent's correspondence (including e-mail) with the manager of Right-of-Way Branch, administrative assistant, training officer, and other unit heads.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 16562. RIGHT-OF-WAY STATE- AND FEDERAL-AID PROJECTS FILE**

Electronic records concerning the overall management of right-of-way projects. File includes correspondence (including e-mail), agents' project reports, utility records, records of rental and sale of buildings, records of demolition and removal of buildings, claims, and appraisal records.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**ITEM 16563. RESIDUE CARD FILE**

Electronic records concerning the appraisal and acquisition of surplus property acquired in the purchasing of right-of-way parcels. File includes data fields consisting of county project number, owner's name, deed date, recorded book page number, approximate location, approximate size and shape, highway footage, limited access data, improvements, encumbrances, and present use.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

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The following 3 items will be discontinued.**

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
FIELD SUPPORT  
RIGHT-OF-WAY BRANCH  
DIVISION OF RIGHT-OF-WAY OFFICES**

**ITEM 16564. RIGHT-OF-WAY AGENT'S STATUS REPORTS FILE**

Right-of-way agent's status reports submitted monthly to the right-of-way manager concerning acquisitions for sewer, street, sidewalk, and park projects. Each report concerns project name, project owner's name, total footage acquired, date map received, and related information.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16565. RIGHT-OF-WAY AGENT'S MONTHLY CLAIM REPORTS FILE**

Right-of-way agent's monthly claim reports submitted to the right-of-way manager. Reports list projects of contracts that have been awarded outstanding claims and claims for which right-of-way acquisitions have commenced prior to the award of the contracts.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**ITEM 16566. ENCROACHMENT CONTRACT (COUNTIES) FILE**

Records concerning agreements with utility companies regarding provisions for the encroachment of utilities on right-of-way property. File includes encroachment contracts, encroachment plans, and all related correspondence and reports.

DISPOSITION INSTRUCTIONS: Item discontinued. Function and records transferred to Field Support, Utility Unit, Encroachment Agreements File (Item 3691).

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
FIELD SUPPORT  
RIGHT-OF-WAY BRANCH  
MANAGER OF RIGHT-OF-WAY**

**ITEM 16466. POLICIES AND PROCEDURES FILE**

Policies and procedures issued by the Right-of-Way Branch to establish standards and to direct procedures concerning all phases of right-of-way activities. File includes policies pertaining to appraisal and acquisition of right-of-way property, acquisition of local surfacing material to be used in construction, negotiations for the adjustment of utility facilities, the processing of contracts covering encroachments on highway right-of-way, sale or rental of highway surplus property, relocation and reimbursement of property owners on the right-of-way, and all related right-of-way activities.

DISPOSITION INSTRUCTIONS: Retain one complete set in office permanently. Destroy in office remaining copies when superseded or obsolete.

**ITEM 16467. UNIT HEADS AND KEY HIGHWAY OFFICIALS CORRESPONDENCE FILE**

Correspondence and reports concerning the Board of Transportation, the highway administrator, assistant highway administrator, chief engineer, assistant chief engineer, and other officials. File concerns overall planning, funding, management, and status of projects, compliance with Federal Highway Administration policies and procedures, development of highway programs, and other related subjects. File also includes all reports prepared by the right-of-way manager as directed by key highway administrators.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

**The following 2 items will be discontinued.**

**ITEM 16471. LEGISLATION FILE**

State and federal laws concerning the operations of the Right-of-Way Branch. File includes working papers of the right-of-way manager concerning proposed legislation and correspondence with the Attorney General's Office and Highway Division concerning interpretation of laws in regard to property rights, utility encroachments, and other right-of-way activities.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the General Schedule for State Agency Records, Legislative File.

**ITEM 16473. IDENTIFICATION CARDS FILE**

Branch employees' photographs. File includes identification information used to prepare laminated identification cards.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
FIELD SUPPORT  
RIGHT-OF-WAY BRANCH  
PROPERTY MANAGEMENT UNIT**

**ITEM 16514. RESIDUE FILE**

Electronic records concerning the appraisal and acquisition of surplus property and relocation assistance offered property owners. File includes correspondence and reports.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

**The following item will be discontinued.**

**ITEM 16516. RELOCATION QUARTERLY REPORTS FILE**

Relocation assistance and payments quarterly statistical reports.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.